

Message Text

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ORIGIN SS-15

INFO OCT-01 ISO-00 EA-07 CCO-00 OC-06 A-01 CPR-01
SY-05 NSCE-00 NSC-05 PRS-01 SSO-00 /042 R

DRAFTED BY S/S-S:RMDeming:MP
APPROVED BY S/S:PTARNOFF
EA - MR. MORAN

-----101026 111831Z /56

P 111707Z AUG 77
FM SECSTATE WASHDC
TO AMEMBASSY TOKYO PRIORITY
USLO PEKING PRIORITY

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E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS R.), CH, JA

SUBJECT: SECRETARY'S VISIT TO CHINA AND JAPAN: SECRETARIAT
STAFF REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIALS FOR HIS USE, AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY. S/S ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.
2. S/S PERSONNEL: A SECRETARIAT TEAM CONSISTING OF FSO BARBARA SCHRAGE AND SECRETARIAL ASSISTANT SUSAN SHEA WILL PRECEDE THE SECRETARY TO CONSULT WITH POSTS IN ENSURING THAT ALL REQUIREMENTS ARE UNDERSTOOD AND MET. SCHRAGE AND SHEA WILL PRE-ADVANCE TOKYO, ARRIVING ON AUGUST 17 AT 1630

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ON NW 3. THEY WILL DEPART TOKYO ON AUGUST 19 AT 1315 ON PK 751 FOR PEKING, ARRIVING AT 1705, AND RETURN TO TOKYO ABOARD THE SECRETARY'S AIRCRAFT ON AUGUST 26. A SECOND TEAM CONSISTING OF FSO RUST DEMING AND SECRETARIAL ASSISTANT MARY PENSABENE WILL ACCOMPANY THE SECRETARY.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S

IAISON OFFICER TO PROVIDE FULL-TIME ASSISTANCE TO S/S FROM THE ADVANCE TEAM'S ARRIVAL UNTIL THE DEPARTURE OF THE SECRETARY. THIS IS TYPICALLY A MIDDLE-GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION. HE OR SHE SHOULD BE FULLY READ INTO POST PREPARATIONS FOR THE VISIT AND PREPARED TO BRIEF THE S/S ADVANCE TEAM AT THE AIRPORT UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR S/S ADVANCE TEAM. SINCE NO S/S TEAM WILL BE ON THE GROUND IN TOKYO FOR EITHER OF THE SECRETARY'S ARRIVALS, THE RESPONSIBILITIES OF THE LIAISON OFFICER (WHICH WILL BE REVIEWED BY SCHRAGE AND SHEA DURING THE PRE-ADVANCE) WILL BE ESPECIALLY HEAVY. PLEASE CABLE NAME OF S/S LIAISON OFFICERS.

4. MEDIA REPORTS: ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. THE S/S ADVANCE TEAM WILL INDICATE THE DATE AND TIME WHEN THIS SERVICE SHOULD START. POST SHOULD ARRANGE TO HAVE MACHINES RUN UNATTENDED BETWEEN 2300 AND 0500. THE FOLLOWING CRITERIA LIMITED OFFICIAL USE

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APPLY:

-- REPRODUCE EACH STORY -- DO NOT FURNISH ORIGINALS TO S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

-- ON SECRETARY'S COPY ONLY (ITSELF A PHOTOCOPY OF THE ORIGINAL), ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION, TYPED ON THREE-BY-FIVE INCH NOTEPAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY.

-- INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER WITH S/S ADVANCE TEAM TO ASSURE UNDERSTANDING OF PROCEDURES. THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES EACH OF THE LEADING ENGLISH-LANGUAGE DAILIES SHOULD BE MADE AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRELESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US CURRENT NEWS WEEKLIES, I.E., TIME,

NEWSWEEK, SHOULD ALSO BE MADE AVAILABLE.

5. THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE FOREIGN OFFICIALS -- WILL BE DRAFTED IN THE DEPARTMENT. ON ARRIVAL, S/S TEAM TRAVELING ABOARD PLANE WILL PROVIDE DRAFTS TO POST FOR COMMENT. POST SHOULD BE PREPARED TO DELIVER THANK-YOU MESSAGES WHICH WILL BE TRANSMITTED FOLLOWING SECRETARY'S DEPARTURE.

6. SPECIAL ATTENTION IS CALLED TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN/LOGISTICAL CABLE. S/S ADVANCE TEAM WILL REVIEW THESE WITH POST ON ARRIVAL. CHRISTOPHER

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 11-Aug-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Enclosure: n/a
Executive Order: N/A
Errors: N/A
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From: STATE
Handling Restrictions: n/a
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ISecure: 1
Legacy Key: link1977/newtext/t19770871/aaaachvm.tel
Line Count: 128
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Previous Handling Restrictions: n/a
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Review Media Identifier:
Review Release Date: n/a
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TAGS: OVIP, CH, JA, (VANCE, CYRUS R)
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Type: TE
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